

City of Longmont HOA Training:

How was our HOA formed?

Why did the City require one and what documents should every HOA have?

11 Steps to Forming an HOA

HOA Maintenance Requirements

9 Documents HOA's Should Have

How was our HOA formed?

11 Steps to Forming an HOA



11 Steps to Forming an HOA

1. A developer meets with the City staff to discuss a development idea.
2. City staff fills out a pre-application conference form.
3. The developer hires consultants to prepare the required plans for review.



11 Steps to Forming an HOA

4. A developer hires an attorney to prepare HOA documents.
5. City staff reviews the application for conformance to City codes.
6. Planning Commission and or City Council approve the proposal.

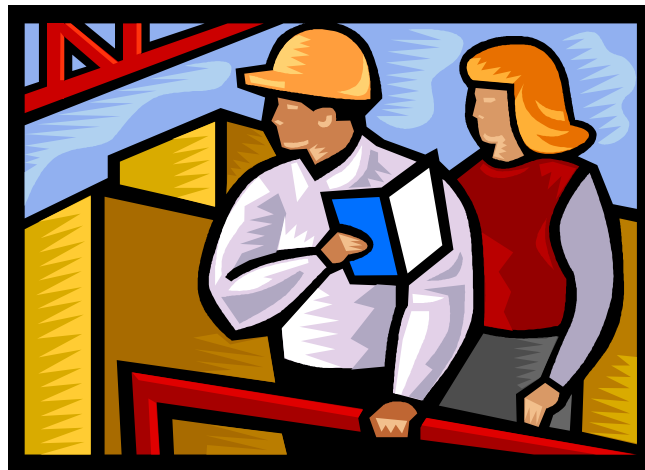
11 Steps to Forming an HOA

7. The developer forms an HOA to maintain any private improvements or property.
8. The developer begins construction of the subdivision.
 - The developer is responsible for public infrastructure and private improvements.
 - The developer is not responsible for home construction.



11 Steps to Forming an HOA

9. The City inspects all public improvements and some private improvements within the development to ensure the subdivision is built per the approved plans and to the City's Standards and Specifications.



11 Steps to Forming an HOA

10. When the developer has completed the infrastructure work, the City issues Construction Acceptance for the development.
 - Starts a one year warranty period on the public infrastructure.
 - Allows the developer to begin construction of homes within the development.

11 Steps to Forming an HOA

11. After the one year warranty has been met, the developer may request the city to issue final acceptance of the public infrastructure.
 - This step transfers ownership of the public improvements from the developer to the City.
 - All public infrastructure accepted by the City becomes the City's responsibility to maintain and repair.

Why did the City require an HOA?

HOA Maintenance Requirements



Typical HOA Maintenance Requirements



HOA Maintenance Requirements



- All outlots dedicated to the HOA as identified on the Final Subdivision Plat recorded at the County Clerk and Records

HOA Maintenance Requirements

- All landscaping areas and sidewalks adjacent to the streets not maintained by a home owner.



HOA Maintenance Requirements



- All under drain systems within the subdivision.

HOA Maintenance Requirements

- All lift stations associated with under drain systems in the subdivision.



HOA Maintenance Requirements

- All irrigation systems in outlots dedicated to the HOA.



Irrigation Systems in Outlots



HOA Maintenance Requirements

- All permanent Best Management Practices (BMPs) for erosion/sediment and water quality control built in the subdivision such as:

Detention and water quality ponds with associated outlet structures and outlet pipes.



Water quality structures, swales, channels, private storm sewer pipes, etc., as specified in the approved plans.



HOA Maintenance Requirements



- All fencing in outlots dedicated to the HOA.

HOA Maintenance Requirements



- All trees and shrubs within outlots dedicated to the HOA.

HOA Maintenance Requirements

- Marking the location of any private utilities if a request is made for locates for any work within an outlot owned by the HOA and the public right-of-way.



What documents should every HOA have?

9 Documents HOA's Should Have



9 Documents Every HOA Should Have

- 📄 A copy of your subdivisions **Covenants, Conditions and Restrictions (CC&Rs)** that are recorded with the County Clerk and Recorder
- 📄 A copy of the **articles of incorporation** for your subdivision filed with the Secretary of States Office
- 📄 A copy of the **entire recorded plat** for your subdivision including any cover sheets.

9 Documents Every HOA Should Have

- 📄 A copy of a **final development plan** approved by the City of Longmont and on file with the Planning and Development Division.
 - *This document is only required for Planned Unit Developments and may not be applicable to your subdivision.*

9 Documents Every HOA Should Have

- 📄 A copy of the **as-built irrigation plans** for all outlots owned and maintained by the HOA.
 - *This is a new requirement initiated by City Council in 2008 and most older subdivisions will not have this document.*
- 📄 A copy of **under drain report** approved during the development review process.

9 Documents Every HOA Should Have

- 📄 A copy of the **as-built plans of any under drain system**, the locations of the under drain cleanouts, and associated equipment including lift stations.
- 📄 A list of **City contacts and private utility contacts**.

9 Documents Every HOA Should Have

- 📄 A copy of **maintenance agreement** for the permanent BMPs.
 - *This is a new requirement to comply with the Stormwater Discharge Permit.*
 - *The City of Longmont is identified as Phase 2 City in the National Pollutant Discharge Elimination System (NPDES).*